COFRS Grant Module

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COFRS GRANTS SUBSYSTEM

- Overview

- Setup

- Processing

Overview

The Primary function of the grants subsystem is to identify and collect all grant related financial information

Overview

- Three primary purposes include:

1. To provide budgetary control structure that is independent from the appropriations budget structure, it is tailored to grant requirements.

Overview

- Three primary purposes include:

2. To provide an automated mechanism for recording expense and revenue associated with the grant.

Overview

- Three primary purposes include:

3. To provide a capability for meeting the specialized needs of the financial and management reporting requirements of those persons associated with the grants.

Overview

- Three level hierarchical structure
  - Key is grant number
    - Up to 12 character code
    - Can be the id # assigned by grantor
    - Agency defined
    - Agency has flexibility to determine what defines the grant and assign their own numbers

Overview

- Three level hierarchical structure
  - Second component – Grant budget lines
    - Up to 4 character code
    - Every grant must have at least one Grant budget line (GBL)
    - Agency defined

Overview

- Three level hierarchical structure
  - Third component – Government-wide grant number
    - Not required
    - Facilitates the ability to have one grant in which multiple agencies are participants

3

Setup

- Grants are established in the Grants Subsystem through entries made in:

  – GBLC table
  – GVAL table
  – REVA table
  – Grant Master Transaction (GM)

Grant Processing

- Grant activity is recorded using standard COFRS accounting transactions with a valid grant budget line code.

  – Purchase Order Transactions
  – Payment Voucher Transactions
  – Journal Voucher Transactions

Grant Processing

- Grant revenue is recorded automatically or manually

- Automatic entries are created through the Revenue Accrual Table (REVA) entries

Grant Processing Steps

1. Enter GBLs into GBLC table
2. Set up Grant Master (GM)
3. Enter information into GVAL table
4. Enter Information into REVA table
5. Monitor Grant
6. Close Grant

Handouts are provided for each of the steps above

Grant Processing

- •Department/Agency is notified of a new grant or pending award.

Grant Processing – Step 1

Enter GBL's into Grant Budget Line Code Table (GBLC).
- – Define budget categories for the grant
- – Subdivide a grant into budget lines for management control and reporting
- – May also be used to control expenditures (If grant stipulated), this must be set up prior to establishing the grant in COFRS

Grant Processing – Step 2

Set up the grant in the Grant Master (GM)

– Records descriptive and budgetary information
– May also be used to modify an existing grant
– Must be accepted in COFRS prior to processing any grant related accounting transactions

Grant Processing – Step 3

Enter information into the Grant Validation Table (GVAL)
– GVAL defines accounting distributions for transactions that include a GBL
– GVAL links the accounting distribution to a specific grant number
– Each GBL used in COFRS must be listed on this table before it can be processed in a transaction.

Grant Processing – Step 4

Enter information to the Revenue Accrual Table (REVA)
– Agency-defined table that establishes percentages by revenue source for a grant.
– Revenue accrual is based upon expenditures associated with a GBL.
– Revenue entries automatically generated
– Use of this table is not mandatory

Grant Processing – Step 5

Monitor Grant – Document Direct Reports

- – Grant Revenues and Obligations by Month and Year-to-Date (GPP01R)
- – Summary Trial Balance by Grant Within Agency- inception to date (GPP09R)

Grant Processing – Step 5

Monitor Grant – Document Direct Reports

- – Revenue Accrual Transaction Rejected Report (GPP19R1)
- – Revenue Accrual Calculation Report (GPP20R)

Grant Processing – Step 5

Monitor Grant – Financial Data Warehouse Reports

- – Grant Budget Status by GBL with Grant Dates (GBSBDG)
- – Grant Ledger Transactions (GMLEDG)

Grant Processing – Step 6

Close Grant – Grant Purge Table (GPRG)
– GPRG displays information of grants eligible for purge.
– Table is loaded by Grant Purge Table Load Process (GPRGTL).
– Adds records for each grant with end date earlier than beginning of current fiscal year

Grant Processing – Step 6

- Agencies review GPRG list of expired grants and indicate whether or not the grant should be purged.

- Grant Purge Table (GPTP) references GPRG and purges grants marked with "Y" from Grants Management Subsystem (GRT) tables.
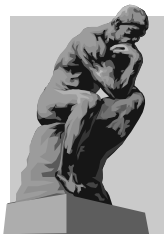
Questions?

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COFRS
USER REFERENCE MANUAL

SECTION 7: GRANTS SUBSYSTEM
Grant Budget Line Code Table (GBLC)

4.GBLC.1

Release 90: 6/20/99

Grant Budget Line Code Table (GBLC)
Agency Defined

PURPOSE
The Grant Budget Line Code Table (GBLC) defines budget categories for a grant. The grant budget line code is used to subdivide a grant budget into budget lines for management control and reporting. In addition, the grant budget line may be used to control expenditures, if the grant stipulates how funds are to be expended.

FUNCTION
The Grant Budget Line Code Table (GBLC) establishes valid grant budget lines. Dollar budget amounts are not shown on this table; refer to the Grant Budget Line Inquiry Table (GBLI) for budget and expenditure information.

The Grant Budget Line Code Table (GBLC) is referenced by COFRS when a grant budget line is entered in the accounting information on a transaction.

Grant budget line codes may be used for more than one grant at the same time. While the Grant Budget Line Code Table (GBLC) establishes valid codes for use in transactions, the table does not relate grant budget line codes to particular grants; that link is made on the Grant Validation Table (GVAL).

TIMING
The Grant Budget Line Code Table (GBLC) may be updated whenever new grant budget lines are designated.

KEY FIELDS
Fiscal Year
Agency Code
Grant Budget Line Code

CONTROL OPTIONS
None

PROCEDURE
All MTI actions may be performed on this table.

DOCUMENTA-TION
Retain documentation supporting all additions and updates to this table. The State Controller's Office does not require copies of this documentation.

CENTRAL APPROVALS
Central control agency approval is not required for updates to this table.

TABLES UPDATED
None

Step 1

COFRS

USER REFERENCE MANUAL

SECTION 7: GRANTS SUBSYSTEM
Grant Budget Line Code Table (GBLC)

4.GBLC.2

Release 90: 6/20/99

Grant Budget Line Code Table (GBLC)

```
ACTION: .  TABLEID: GBLC USERID: ....
     GRANT BUDGET LINE CODE TABLE
     KEY IS FISC YEAR, AGENCY, GBL

        FY   AGENCY   GBL        GRANT BUDGET LINE NAME
        --   ------   ----       ------------------------------
        (1)   (2)     (3)    (4)
  01-   ..    ...     ....   ..........................................
  02-   ..    ...     ....   ..........................................
  03-   ..    ...     ....   ..........................................
  04-   ..    ...     ....   ..........................................
  05-   ..    ...     ....   ..........................................
  06-   ..    ...     ....   ..........................................
  07-   ..    ...     ....   ..........................................
  08-   ..    ...     ....   ..........................................
  09-   ..    ...     ....   ..........................................
  10-   ..    ...     ....   ..........................................
  11-   ..    ...     ....   ..........................................
  12-   ..    ...     ....   ..........................................
  13-   ..    ...     ....   ..........................................
  14-   ..    ...     ....   ..........................................
  15-   ..    ...     ....   ..........................................
```

Field	Length	Definition
1. FY (Fiscal Year)	2	Key field - required. Enter the last two digits of the applicable fiscal year.
2. AGENCY	3	Key field - required. Enter the code of the agency responsible for the grant. The code must be valid on the Agency Table (AGCY).
3. GBL (Grant Budget Line)	4	Key field - optional. Enter a code identifying a grant, or a certain portion of the grant. Each grant must have at least one grant budget line.
4. GRANT BUDGET LINE NAME	30	Optional, but no name appears on reports if left blank. Enter a descriptive name of the grant budget line for this portion of the grant.

Step 1

```
ACTION: R  SCREEN: GBLC USERID: $ET207              03/15/01    09:42:29 AM
      GRANT BUDGET LINE CODE TABLE
      KEY IS FISC YEAR, AGENCY, GBL

      FY   AGENCY   GBL        GRANT BUDGET LINE NAME
      --   ------   ----    ------------------------------
01-  01    IHA     V109    BASIC SUPPORT PROGRAM FY01
02-  01    IHA     V11A    CHERRY CREEK HS -SWAP
03-  01    IHA     V11B    ARAPAHOE CTY SD#5 SWAP FY00
04-  01    IHA     V11X    SFY94 B.BAL.ADJ.PER FFAP/9584
05-  01    IHA     V110    BAS SUP/PUR/SVC PUBLIC REV 96
06-  01    IHA     V111    BAS SUP/PUR/SVC PRIVATE REV 96
07-  01    IHA     V112    BASSUP/CASE SVC PUBLIC FY01
08-  01    IHA     V113    BAS SUP/CASE SVC PRIVATE FY01
09-  01    IHA     V114    BAS SUP ES SUBRECIP REV FY96
10-  01    IHA     V116    BASIC SUP B.E.P. FFY01
11-  01    IHA     V117    REHAB CONSULTANT 10/95-4/96
12-  01    IHA     V118    IN SVC TRAING H265A000038 YR1
13-  01    IHA     V119    BASIC SUP OTHER DIR SVS FFY01
14-  01    IHA     V12A    DOUGLAS HS -SWAP
15-  01    IHA     V12B    DOUGLAS CTY SD#1 SWAP FY00
```

Step 1

Grant Master Transaction (GM)

PURPOSE   The Grant Master Transaction (GM) is used to establish a new grant. It records descriptive as well as budgetary information. This transaction is also used to modify information on an existing grant.

The following types of information are entered on the Grant Master Transaction (GM):

- Valid grant numbers and, if appropriate, government-wide grant numbers.

- Descriptive information including the inclusive dates of the grant, grant status, awarding agency, etc.

- Budget for the entire grant and by grant budget line.

FUNCTION   The Grant Master Transaction (GM) establishes budgetary and reporting parameters for the agency to use in managing their grants. No transactions may be processed against a grant until it has been established with a Grant Master Transaction (GM).

The Grant Master Transaction (GM) is also used to modify parameters for an existing grant. All fields except the agency code and the grant number may be modified.

TIMING   Complete the Grant Master Transaction (GM) as soon as possible after the grant has been awarded. An accepted and processed Grant Master Transaction (GM) must exist before any accounting transactions for that grant may be made.

CONTROL   • Source of Funding (#25)
OPTIONS   • Status (#8)
                • Object Level Indicator (#?)

PROCEDURE   **Modifying an Accepted Grant**
                For the Document ID, enter the transaction ID of the original grant transaction to be modified. In the transaction screen, enter an 'M' (Modify) in the Action field (#3). Re-enter the following fields exactly as they appeared on the original transaction:

- Agency (#4)
- Grant Number (#5)

Overlay any other fields that need to be changed. If no entry is made in a field, the data remains the same as the original transaction.

Cancelling a Grant
A grant may not be cancelled; however a grant budget may be decrease modified to the committed amount. Enter the current amount of uncommitted funds and a 'D' (Decrease) in the I/D Indicator field (#25).

Step 2

SECTION 7: GRANTS (GRT)
Grant Master Transaction (GM)

3.GM.2

COFRS

USER REFERENCE MANUAL

Release: 11/08/01

DOCUMENTA-TION	Retain and file copies of all documentation for this transaction. Central control agencies do not require copies of any documentation.
CENTRAL APPROVALS	Central control agency approval is not required to process a Grant Master Transaction (GM).
G/L ENTRIES	None
TABLES UPDATED	Agency Grant Inquiry Table (AGNT) Agency Grant Inquiry Table - 2 (AGN2) Agency Grant Inquiry Table - 4 (AGN4) Grant Federal Fiscal Year Inquiry Table (FFFY) Grant Federal Budget Line Inquiry (GBLI) Government-Wide Grant Table (GOVW) Government-Wide Grant Inquiry (GVFA) (if appropriate)

Grant Master Transaction (GM) Header

```
FUNCTION:                 DOCID: GM ... ...........      ../../..   ..:..:.. .M
STATUS: .....             BATID: .. ... ......   ORG: ....
H-                        GRANT MASTER
                (1)             (2)                    (3)
        GM DATE: .. .. ..   FFY: ..          ACTION: .
                (4)             (5)                    (6)           (7)
         AGENCY: ...   GRANT NO: ...........  RESP ORG: ....   STATUS: ..
                (8)                                                  (9)
    START/END DATE: .. .. ..  .. .. ..        GRANT FY START PRD: ..
                (10)
          TITLE: .............................................
                (11)
         DESC 1: ....................................................................
         DESC 2: ....................................................................
                (12)                               (13)
        CONTACT: .............................  PHONE: ...........
                (14)                         (15)
        CFDA NO: .. ....   FED AGCY NAME: .................................
                (16)                         (17)                (18)
    FED APPR NO: ..........          CAN NO: .......   GRANT TYPE: .
                (19)                         (20)              (21)
    GOVT-WIDE NO: ............   MAJ GR NO: ............   ID NO: .............
                (22)                               (23)
 LTR OF CREDIT NO: ...........        LTR OF CREDIT AMT: ..............

                (24)               (25)                     (26)          (27)
    FEDERAL FUNDS: .............. I/D: .   FEDERAL POSITIONS: ........ I/D: .
      STATE FUNDS: .............. I/D: .     STATE POSITIONS: ........ I/D: .
       BOND FUNDS: .............. I/D: .      BOND POSITIONS: ........ I/D: .
     LOCAL/OTHER: .............. I/D: . LOCAL/OTHER POSITIONS: ........ I/D: .
                (28)                               (29)
     TOTAL BUDGET: .............. I/D: . TOTAL ALLOTMENT: .............. I/D: .
```

Step 2

COFRS
USER REFERENCE MANUAL

Grant Master Transaction (GM) Detail

```
 FUNCTION:                    DOCID: GM ... ...........      ../../..    ..:..:.. .M
 STATUS: .....                BATID: .. ... .......    ORG: ....    ...-... OF ...

              OBJ LV   STA  AVAIL      ALLOTMENT              BUDGET
       GBL    IND      TUS  FUNDS      AMOUNT        I/D      AMOUNT        I/D
       ----   ------   ---  -----      --------------  ---   --------------  ---
       DESCRIPTION
       --------------------------------------
       (30)   (31)     (32) (33)  (34)                (35)  (36)            (37)
 01-   ....    .        .    .     ................      .   ...............   .
       (38)
 02-   ....    .        .          ................      .   ...............   .
       .................................................
 03-   ....    .        .          ................      .   ...............   .
       .................................................
 04-   ....    .        .          ................      .   ...............   .
       .................................................
 05-   ....    .        .          ................      .   ...............   .
       .................................................
 06-   ....    .        .          ................      .   ...............   .
       .................................................
```

Field	Length	Definition
1. GM DATE (Grant Master Date)	6	Required. Enter the date to associate with this transaction in 'MMDDYY' format. The date must be valid on the Calendar Date Table (CLDT). The accounting period is inferred from this field, and must be open on the Accounting Period Table (APRD).
2. FFY (Federal/Grant Fiscal Year)	2	Required on original entry. Enter the last two digits of the federal or grant fiscal year in 'YY' format.
3. ACTION	1	Required. Enter 'E' (Original Entry) when entering a new grant or 'M' (Modify) when modifying an existing grant.
4. AGENCY	3	Required. Enter a valid code from the Agency Table (AGCY) for the fiscal year inferred from the GM Date field (#1).
5. GRANT NO (Grant Number)	12	Required. Enter the grant number. The first character may not be a space. If modifying an existing grant, the grant number must match the original grant number.
6. RESP ORG (Responsible Organization)	4	Optional. Enter the organization responsible for administration of this grant, if applicable. The code entered must be a valid code on the Organization Table (ORGN) for the fiscal year inferred from the GM Date field (#1).
7. STATUS	2	Required. Enter a valid status code from the Grant Status Table (FAST).

Step 2

COFRS

USER REFERENCE MANUAL

SECTION 7: GRANTS (GRT)
Grant Master Transaction (GM)

3.GM.5

Release: 11/08/01

19. GOVT-WIDE NO
(Government-Wide
Grant Number)
12
Optional if this grant is associated with a government-wide grant; otherwise leave blank. Enter the government-wide grant number to associate with this grant. If this field is entered, the first character may not be a space ' '.

20. MAJ GR NO
(Major Grant Number)
12
Optional. Enter this only to connect this grant with other grants for reference.

21. ID NO
(Identification
Number)
12
Optional. Enter the federal number identifying the grant.

22. LTR OF CREDIT NO
(Letter of Credit
Number)
11
Optional. If applicable, enter the letter of credit number. The number must be valid in the Letter of Credit Status Table (LOCS).

23. LTR OF CREDIT AMT
(Letter of Credit
Amount)
14
Optional. Enter the amount of the letter of credit associated with this grant in whole dollars with no cents, decimals or commas.

FEDERAL, STATE, BOND, LOCAL/OTHER

24. FUNDS
14
Required. Enter the expected revenue amount from one or more of the listed fund types.

25. I/D
(Funds Increase/
Decrease)
1
Optional, defaults to 'I'. On Modify transactions, enter 'D' (Decrease) if the amount is a decrease, 'I' (Increase) if the amount is an increase for one or more of the listed fund types.

26. POSITIONS
8
Optional. Enter the number of funded positions in the fields corresponding to the revenue that funds these positions.

27. I/D
(Positions Increase/
Decrease)
1
Optional, defaults to 'I.' On Modify transactions, enter 'D' (Decrease) if the positions are a decrease, 'I' (Increase) if an increase.

28. TOTAL BUDGET
14
Required. Enter the sum of all grant budget line amounts in whole dollars with no cents, decimals or commas.

29. TOTAL ALLOTMENT
14
Optional. Enter the sum of all grant budget line allotment amounts in whole dollars with no cents, decimals or commas.

30. GBL
(Grant Budget Line)
4
Required. Enter the grant budget line code identifying a portion of the grant. The code must be valid on the Grant Budget Line Code Table (GBLC).

31. OBJ LV IND
(Object Level Indicator)
1
Required. Enter the roll-up object level at which to calculate the overhead on direct costs charged to this grant budget line.

Step 2

COFRS
USER REFERENCE MANUAL

SECTION 7: GRANTS (GRT)
Grant Master Transaction (GM)

3.GM.6

Release: 11/08/01

The object level determines the level to which direct costs with differing object codes are rolled up prior to calculating the overhead. Valid values are:

G - Group
T - Type
C - Category
L - Class
O - Object code
N - No object level indicator

32.	STATUS	1	Required. Enter the status of this grant budget line. Valid values are 'O' (Open) or 'C' (Closed).
33.	AVAIL FUNDS (Available Funds)	1	Required. Enter 'Y' (Yes) to require an available funds edit when processing accounting transactions that reference this grant budget line or 'N' (No) to skip the available funds edit.
34.	ALLOTMENT AMOUNT	14	Optional. Enter the amount allotted for this grant budget line in whole dollars with no cents, decimals or commas. The sum of the allotment line amounts must equal the Total Allotment on the header.
35.	I/D (Increase/Decrease)	1	Optional, defaults to 'I'. On Modify transactions, enter 'D' (Decrease) if the allotment amount is a decrease, 'I' (Increase) if the amount is an increase.
36.	BUDGET AMOUNT	14	Required. Enter the amount budgeted for this grant budget line in whole dollars with no cents, decimals or commas. The sum of the budgeted line amounts must equal the amount in the Total Budget field on the header.
37.	I/D (Increase/Decrease)	1	Optional, defaults to 'I'. On Modify transactions, enter 'D' (Decrease) if the budget amount is a decrease, 'I' (Increase) if the amount is an increase.
38.	DESCRIPTION	30	System-maintained. The description of this grant budget line, inferred from the Grant Budget Line Code Table (GBLC), is displayed.

Step 2

```
FUNCTION:              DOCID: GM IHA 01000000089        03/13/01    03:32:19 PM
STATUS: ACCPT          BATID:                    ORG:
H-                              GRANT MASTER

          GM DATE: 03 09 01     FFY: 01              ACTION: M
          AGENCY: IHA     GRANT NO: 010101COBS06 RESP ORG:          STATUS:
     START/END DATE:                           GRANT FY START PRD:
           TITLE: CDDPC
          DESC 1:
          DESC 2:
        CONTACT:                              PHONE:
            CFDA NO:          FED AGCY NAME:
       FED APPR NO:             CAN NO:       GRANT TYPE:
     GOVT-WIDE NO:           MAJ GR NO:              ID NO:
 LTR OF CREDIT NO:           LTR OF CREDIT AMT:

 FEDERAL FUNDS:     732,816 I/D:      FEDERAL POSITIONS:        I/D:
    STATE FUNDS:            I/D:        STATE POSITIONS:        I/D:
     BOND FUNDS:            I/D:         BOND POSITIONS:        I/D:
    LOCAL/OTHER:            I/D:  LOCAL/OTHER POSITIONS:        I/D:
   TOTAL BUDGET:     732,816 I/D:      TOTAL ALLOTMENT:         I/D:
```

Step 2

```
FUNCTION:                 DOCID: GM IHA 01000000089        03/13/01    03:32:24 PM
STATUS: ACCPT             BATID:                    ORG:              001-006 OF 026

            OBJ LV   STA  AVAIL      ALLOTMENT                    BUDGET
      GBL   IND     TUS  FUNDS        AMOUNT        I/D         AMOUNT          I/D
      ----  ------   ---  -----    --------------   ---    --------------      ---
      DESCRIPTION
      ------------------------------
01- 0102     L       O    N                                        38,400
    OPS/RENT SFY01
02- 0103     L       O    N                                         4,000
    OPS/OFFICE SUPPLIES SFY01
03- 0104     L       O    N                                         4,000
    OPS/EQUIP PURCHASES SFY01
04- 0105     L       O    N                                         1,500
    OPS/ EQUIP/ MAINT SFY01
05- 0106     L       O    N                                       132,800
    STAFF SAL/NON-PRIORITY SFY01
06- 0107     L       O    N                                       199,200
    STAFF SALARIES PRIORITY SFY01
```

Step 2

```
FUNCTION:              DOCID: GM IHA 01000000089      03/13/01    03:32:30 PM
STATUS: ACCPT          BATID:                  ORG:              007-012 OF 026

        OBJ LV  STA  AVAIL      ALLOTMENT                BUDGET
  GBL    IND    TUS  FUNDS        AMOUNT      I/D        AMOUNT          I/D
  ----  ------  ---  -----   --------------   ---   --------------      ---
        DESCRIPTION
        ------------------------------
01- 0108    L      O    N                                     7,000
    OPS/TELEPHONE SFY01
02- 0110    L      O    N                                     2,000
    OPS/PRINITNG & REPO SFY01
03- 0111    L      O    N                                     1,800
    OPS/COPIER SFY01
04- 0112    L      O    N                                     1,500
    OPS/LIBRARY SFY01
05- 0114    L      O    N                                     1,500
    OPS/ COMPUTER LEASE SFY01
06- 0115    L      O    N                                    14,000
    OPS/COUNCIL & COMM MTGS SFY01
```

Date: 3/13/01 Time: 3:32:34 PM

Step 2

FUNCTION: DOCID: GM IHA 01000000089   03/13/01   03:32:33 PM
STATUS: ACCPT   BATID: ORG: 013-018 OF 026

```
        OBJ LV  STA  AVAIL    ALLOTMENT                   BUDGET
   GBL   IND    TUS  FUNDS      AMOUNT        I/D         AMOUNT          I/D
   ----  ------  ---  -----  --------------   ---    --------------      ---
        DESCRIPTION
   ---------------------------------------
01- 0116   L      O    N                                    12,000
    OPS/ ACCOMODATIONS SFY01
02- 0117   L      O    N                                     6,000
    OPS/DUES & MEMBERSHIPS SFY01
03- 0118   L      O    N                                     2,000
    OPS/STAFF DEVEL & TRNG SFY01
04- 0119   L      O    N                                       500
    OPS/ MISCELLANEOUS SFY01
05- 0120   L      O    N                                     1,000
    LEGISLATIVE ACTIVITIES SFY011
06- 0121   L      O    N                                     8,000
    STAFF TRAVEL SFY01
```

Date: 3/13/01 Time: 3:32:37 PM

Step 2

FUNCTION: DOCID: GM IHA 01000000089   03/13/01   03:32:38 PM
STATUS: ACCPT   BATID: ORG: 019-024 OF 026

GBL	OBJ LV IND	STA TUS	AVAIL FUNDS	ALLOTMENT AMOUNT	I/D	BUDGET AMOUNT	I/D
DESCRIPTION							
01- 0126	L	O	N			20,000	
PROJECTS/EXEC DIRECTOR SFY01							
02- 0128	L	O	N			178,616	
PROJECTS/FULL COUNCIL SFY01							
03- 0129	L	O	N			8,000	
OPS/POSTAGE SFY01							
04- 0122	L	O	N			15,000	
COUNCIL TRAVEL SFY01							
05- 0123	L	O	N			5,000	
NATIONAL ASSOC. TRAVEL SFY01							
06- 0124	L	O	N			8,000	
COUNCIL MEMBER DEVLP SFY01							

Step 2

```
FUNCTION:                DOCID: GM IHA 01000000089        03/13/01    03:32:40 PM
STATUS: ACCPT            BATID:                      ORG:              025-026 OF 026

            OBJ LV   STA  AVAIL      ALLOTMENT                BUDGET
       GBL   IND    TUS  FUNDS        AMOUNT       I/D       AMOUNT          I/D
       ----  ------  ---  -----  --------------   ---  --------------      ---
       DESCRIPTION
       ------------------------------
01-  0125     L      O     N                                  36,000
     CONSUMER INVOLVEMENT FND SFY01
02-  1DP1     L      O     N                                  25,000
     INDIR COST/STATE ADMIN SFY01
03-

04-

05-

06-
```

Date: 3/13/01 Time: 3:32:43 PM

Step 2

```
ACTION: R   SCREEN: AGN2 USERID: $ET207                03/15/01    09:50:50 AM
                    *** AGENCY GRANT INQUIRY ***
KEY IS AGENCY, GRANT NUMBER

        AGENCY: IHA    GRANT NO: H126A0100601      ORGANIZATION:
    FED AGENCY: DEPARTMENT OF EDUCATION          GRANT START DATE: 09 22 00
       CFDA NO: 84 1260                          GRANT  END  DATE: 09 30 02
   FED APPR NO:                                       GRANT TYPE: D
     FED ID NO:                                 LAST ACTION DATE: 02 28 01
        CAN NO:                         FED FISC YR START PERIOD: 01
 LETTER OF CREDIT NO: IED26A601                GOVT-WIDE GRANT NO:
 LETTER OF CREDIT AMT:            0.00             MAJOR GRANT NO:
 DISALLOWANCE AMOUNT:             0.00                     STATUS: A

 FTE POSITIONS - FED:     0.00 STATE:      0.00 BOND:     0.00 LOCAL:      0.00

 CONTACT PERSON: FLORENCE STARKS                  PHONE: 303-866-3625

 DESCRIPTION 1: VOCATIONAL REHB PRG FFY01
 DESCRIPTION 2: VR BA FFY 01
```

Step 2

```
ACTION: S  SCREEN: GTYP USERID: $ET207              03/15/01   10:08:54 AM
     GRANT TYPE TABLE
     KEY IS GRANT TYPE


     GRANT TYPE    TYPE DESCRIPTION
     ----------    ------------------------------
01-     C          CASH FUNDING
02-     D          DIRECT FEDERAL FUNDING
03-     M          CAPITAL CONSTRUCTION MEMO
04-     P          PASSTHROUGH FEDERAL FUNDING
05-     S          SUBRECIPIENT FEDERAL FUNDING
06-
07-
08-
09-
10-
11-
12-
13-
14-
15-
06-*L008 END OF FILE
```

Step 2

```
ACTION: R   SCREEN: CFDA USERID: $ET207              03/15/01    10:14:29 AM
                    *** CATALOG FEDERAL DOMESTIC AID TABLE ***
      KEY IS CFDA CODE


                 CFDA-CODE                   DESCRIPTION
                 ---------        ------------------------------------
      01-          84 1260        REHABILITATION SERVICES--BASIC
      02-          84 1280        REHABILITATION SERVICES--SERVI
      03-          84 1290        REHABILITATION TRAINING
      04-          84 1320        CENTERS FOR INDEPENDENT LIVING
      05-          84 1330        NATL. INSTITUTE ON DISABILITY
      06-          84 1410        MIGRANT EDUCATION--HIGH SCHOOL
      07-          84 1420        HOUSING FOR EDUCATIONAL INSTIT
      08-          84 1440        MIGRANT EDUCATION COORDINATION
      09-          84 1460        TRANSITION PROGRAM FOR REFUGEE
      10-          84 1490        MIGRANT EDUCATION - COLLEGE AS
      11-          84 1510        IMPROVING SCHOOL PROGRAMS--STA
      12-          84 1540        PUBLIC LIBRARY CONSTRUCTION (L
      13-          84 1550        REMOVAL OF ARCHITECTURAL BARRI
      14-          84 1580        SECONDARY & TRANS FOLLOW-UP
      15-          84 1590        HANDICAPPED--SPECIAL STUDIES
```

Step 2

COFRS
USER REFERENCE MANUAL

SECTION 7: Grants Subsystem
Grant Validation Table (GVAL)

4.GVAL.2

Release 90: 6/20/99

TION   Controller's Office does not require copies of this documentation.

CENTRAL   Central control agency approval is not required for updates to this table.
APPROVALS

TABLES   None
UPDATED

Grant Validation Table (GVAL)

```
ACTION: . TABLEID: GVAL  USERID: ....
     GRANT VALIDATION TABLE
     KEY IS FY, EXP/REV/BS IND, FUND, AGENCY, ORG, APPR CODE, PGM, FUNC, OBJ/
          REV CLASS, GBL, RPTG CAT

          EXP
          REV                    APPR PRO-        OBJ/REV     RPTG
     FY   BS  FUND AGY ORG  CODE GRAM FUNC CLASS    GBL  CAT  GRANT NUMBER  P/N
     -- ---- ---- --- ---- ---- ---- ---- ---- ----  ---- ---- ------------  ---
     (1)(2) (3)  (4) (5)  (6)  (7)  (8)  (9)      (10) (11) (12)          (13)
   01- ..  .  ...  .. ....  ...  .... .... ...      .... .... ............    .
   02- ..  .  ...  .. ....  ...  .... .... ...      .... .... ............    .
   03- ..  .  ...  .. ....  ...  .... .... ...      .... .... ............    .
   04- ..  .  ...  .. ....  ...  .... .... ...      .... .... ............    .
   05- ..  .  ...  .. ....  ...  .... .... ...      .... .... ............    .
   06- ..  .  ...  .. ....  ...  .... .... ...      .... .... ............    .
   07- ..  .  ...  .. ....  ...  .... .... ...      .... .... ............    .
   08- ..  .  ...  .. ....  ...  .... .... ...      .... .... ............    .
   09- ..  .  ...  .. ....  ...  .... .... ...      .... .... ............    .
   10- ..  .  ...  .. ....  ...  .... .... ...      .... .... ............    .
   11- ..  .  ...  .. ....  ...  .... .... ...      .... .... ............    .
   12- ..  .  ...  .. ....  ...  .... .... ...      .... .... ............    .
```

Field	Length	Definition
1. FY (Fiscal Year)	2	Key field - required. Enter the last two digits of the budget fiscal year.
2. EXP/REV/BS (Expense/Revenue/ Balance Sheet)	1	Key field - required. Enter 'E' (Expense distribution), 'R' (Revenue distribution) or 'B' (Balance sheet distribution).
3. FUND	3	Key field - required. Enter a valid fund code from the Fund Table (FUND).
4. AGY (Agency)	3	Key field - required. Enter a valid agency code from the Agency Table (AGCY).
5. ORG (Organization)	4	Key field - required if the EXP/REV/BS field (#2) is set to 'E' and either the associated Grant Organization Option or Expense Budget Organization Option is set to 'Y' (Yes) in the Fund/Agency Table (FAGY); leave blank if the EXP/REV/BS field is set to 'B'; otherwise optional. Enter a valid organization code from the Organization Table (ORGN).
6. APPR CODE (Appropriation Code)	3	Key field - optional if the EXP/REV/BS field (#2) is set to 'E' or 'R'; leave blank if the EXP/REV/BS field is set to 'B'.

Step 3

COFRS
USER REFERENCE MANUAL

SECTION 7: Grants Subsystem
Grant Validation Table (GVAL)

4.GVAL.3

Release 90: 6/20/99

Enter a valid appropriation code from the Appropriation Code Reference Table (APP2).

7. PROGRAM   4   Key field - required if the EXP/REV/BS field (#2) is set to 'E' and the associated Expense Budget Program Option or Grant Program Option is set to 'Y' (Yes) in the Fund/Agency Table (FAGY); leave blank if the EXP/REV/BS field is set to 'B'; otherwise optional. Enter a valid program from the Program Table (PGMT).

8. FUNC   4   Key field - required if the EXP/REV/BS field (#2) is set to 'E' and the Grant Function Option is set to 'Y' (Yes) in the Fund/Agency Table (FAGY); leave blank if the EXP/REV/BS field is set to 'B'; otherwise optional. Enter a valid function code from the Function Table (FUNC).
(Function)

9. OBJ/REV CLASS   3   Key field - required if the E/R/B/ indicator is set to 'E' or 'R' and the Grant Object Class Option or the Grant Revenue Class Option is set to 'Y' (Yes) in the Fund/Agency Table (FAGY); leave blank if the EXP/REV/BS field is set to 'B'; otherwise optional. Enter either a valid object class from the Object Class Table (OCLS) or a valid revenue class from the Revenue Class Table (RCLS).
(Object/Revenue Class)

10. GBL   4   Key field - required. Enter a grant budget line code from the Grant Budget Line Code Table (GBLC).
(Grant Budget Line)

11. RPTG CAT   4   Key field - required if the Grant Reporting Category Option in the Fund/Agency Table (FAGY) is set to 'Y' (Yes); otherwise optional. Enter a valid code from the Reporting Category Table (RPTC).
(Reporting Category)

12. GRANT NUMBER   12   Required. Enter the grant number to be inferred from this accounting distribution.

13. P/N   1   Optional. Enter 'P' (Participating) if this grant/grant budget line is eligible for revenue accrual via the Revenue Accrual Process (RVAC) or if it is eligible to use the Letter of Credit Draw Down Calculation Process (LOCD) to draw against a letter of credit. Enter 'N' (Non-participating) otherwise.
(Participating/
Non-participating)

Step 3

```
ACTION: R   SCREEN: GVAL USERID: $ET207                    03/15/01   09:43:30 AM
        GRANT VALIDATION TABLE
        KEY IS FY, EXP/REV/BS IND, FUND, AGENCY, ORG, APPR CODE, PGM, FUNC, OBJ/
             REV CLASS, GBL, RPTG CAT
```

	FY	EXP/ REV/ BS	FUND	AGY	ORG	APPR CODE	PRO- GRAM	FUNC	OBJ/REV CLASS	GBL	RPTG CAT	GRANT NUMBER	P/N
01-	01	E	100	IHA		328				V109		H126A0100601	
02-	01	E	100	IHA		328				V118		H265A003801	
03-	01	E	100	IHA		328				V119		H126A0100601	
04-	01	E	100	IHA		328				V33B		H126A0006-00	
05-	01	E	100	IHA		328				V34B		H126A0006-00	
06-	01	E	100	IHA		328				V35B		H126A0006-00	
07-	01	E	100	IHA		328				V36B		H126A0006-00	
08-	01	E	100	IHA		328				V430		H128G5001098	
09-	01	E	100	IHA		328				V507		H126A0006-00	
10-	01	E	100	IHA		328				V509		H126A0006-00	
11-	01	E	100	IHA		328				V510		H126A0006-00	
12-	01	E	100	IHA		328				V511		H126A0006-00	

Step 3

```
ACTION: R   SCREEN: GVAL USERID: $ET207                03/15/01   09:43:45 AM
       GRANT VALIDATION TABLE
       KEY IS FY, EXP/REV/BS IND, FUND, AGENCY, ORG, APPR CODE, PGM, FUNC, OBJ/
              REV CLASS, GBL, RPTG CAT
```

	FY	EXP/ REV/ BS	FUND	AGY	ORG	APPR CODE	PRO- GRAM	FUNC	OBJ/REV CLASS	GBL	RPTG CAT	GRANT NUMBER	P/N
01-	01	R	100	IHA		328				V109		H126A0100601	
02-	01	R	100	IHA		328				V11A		H126A8000698	
03-	01	R	100	IHA		328				V110		H126A6000696	
04-	01	R	100	IHA		328				V112		H126A0100601	
05-	01	R	100	IHA		328				V113		H126A0100601	
06-	01	R	100	IHA		328				V116		H126A0100601	
07-	01	R	100	IHA		328				V117		H126A6000696	
08-	01	R	100	IHA		328				V118		H265A003801	
09-	01	R	100	IHA		328				V119		H126A0100601	
10-	01	R	100	IHA		328				V12A		H126A8000698	
11-	01	R	100	IHA		328				V14A		H126A8000698	
12-	01	R	100	IHA		328				V16A		H126A8000698	

Step 3

```
ACTION: R  SCREEN: GVAL USERID: $ET207                 03/15/01   09:44:20 AM
       GRANT VALIDATION TABLE
       KEY IS FY, EXP/REV/BS IND, FUND, AGENCY, ORG, APPR CODE, PGM, FUNC, OBJ/
          REV CLASS, GBL, RPTG CAT
```

	FY	EXP/ REV/ BS	FUND	AGY	ORG	APPR CODE	PRO- GRAM	FUNC	OBJ/REV CLASS	GBL	RPTG CAT	GRANT NUMBER	P/N
01-	01	B	100	IHA						V109		H126A0100601	
02-	01	B	100	IHA						V11A		H126A8000698	
03-	01	B	100	IHA						V11B		H126A0006-00	
04-	01	B	100	IHA						V110		100%GNLFND	
05-	01	B	100	IHA						V112		H126A0100601	
06-	01	B	100	IHA						V113		H126A0100601	
07-	01	B	100	IHA						V116		H126A0100601	
08-	01	B	100	IHA						V117		H126A6000696	
09-	01	B	100	IHA						V118		H265A003801	
10-	01	B	100	IHA						V119		H126A0100601	
11-	01	B	100	IHA						V12A		H126A8000698	
12-	01	B	100	IHA						V12B		H126A0006-00	

Step 3

COFRS
USER REFERENCE MANUAL

Grant Validation Table (GVAL)
Agency Defined

PURPOSE   The Grant Validation Table (GVAL) defines valid accounting distributions for transactions that include a grant budget line code. This table links the accounting distribution to a specific grant number.

Each grant budget line used in COFRS must be listed on this table along with the valid fund, agency, organization, object/revenue source, appropriation codes, etc., with which it may be used.

FUNCTION   Depending on Fund/Agency Table (FAGY) options, this table is referenced when transactions containing grant budget line codes are processed. If an invalid combination is entered on an accounting transaction, an error message is displayed and the transaction is rejected. When a valid combination is entered, the Grants Subsystem infers the grant number and posts the transaction to that specific grant.

TIMING   Depending on Fund/Agency Table (FAGY) options, this table must be populated before a grant budget line code can be entered on a transaction.

KEY FIELDS   Fiscal Year
Expense/Revenue/Balance Sheet Indicator
Fund
Agency
Organization
Appropriation Code
Program
Function
Object/Revenue Source Class
Grant Budget Line
Reporting Category

CONTROL OPTIONS   Expense/Revenue/Balance Sheet Indicator

PROCEDURE   All MTI actions may be performed on this table.

NOTE: Before adding a record to this table, define the accounting structure to be assigned to each grant budget line. Be sure that the grant budget line code exists on the Grant Budget Line Code Table (GBLC). Associate each grant budget line with the correct grant number. Validation does not occur unless the options are set properly in the Fund/Agency Table (FAGY).

If a grant operates under more than one Balance Sheet code, only one 'B' line is required for each grant budget line. If a grant operates under more than one appropriation code, each appropriation code must have at least one grant budget line.

DOCUMENTA-   Retain documentation supporting all additions and updates to this table. The State

Step 3

COFRS

USER REFERENCE MANUAL

SECTION 7: Grants Subsystem
Revenue Accrual Table (REVA)

4.REVA.1

Release 90: 6/20/99

Revenue Accrual Table (REVA)
Agency Defined

PURPOSE

The Revenue Accrual Table (REVA) is an agency-defined table that is referenced by the Revenue Accrual Process (RVAC). It specifies the reimbursement percentages to accrue and other information needed by the Revenue Accrual Process (RVAC). Revenue accrual is based upon expenditures (account types 22 and 23) (whether debit or credit) associated with a grant budget line.

FUNCTION

The Revenue Accrual Table (REVA) identifies the expenditures on which to calculate revenue, the percentage of expenditure to accrue and the account receivable to which to post the accrual. The Revenue Accrual Process (RVAC) creates Journal Voucher Transactions (JV) for revenue accrual. The revenue is accrued on a daily basis based upon expenditures obtained from the Daily General Ledger (GENLEDD).

Grant revenue is recognized as expenditures against the grant are made. The Revenue Accrual Table (REVA) must be completed in order to recognize this revenue. Use of this table is not mandatory, unless the Letter of Credit Drawdown Process (LOCD) is used, as this table provides data for certain fields on the Draw Down Calculation Request Table (LOCD).

The Revenue Accrual Table (REVA) creates the following entry:

```
     Dr                Account Receivable/Grant Budget Line
            Cr         Revenue

                            - or -

     Dr                Revenue
            Cr         Account Receivable/Grant Budget Line
```

TIMING

Complete the Revenue Accrual Table (REVA) when other grant reference tables are set up and before the first grant expenditure is processed.

KEY FIELDS

Fiscal Year
Agency
Grant number
Grant budget line code
Revenue source code

CONTROL OPTIONS

None

PROCEDURE

All MIT actions may be performed on this table.

NOTE: When adding a record, manually verify that the code in the Revenue Source field (#5) will pass edits when the generated Journal Voucher Transaction (JV) is entered into the Document Suspense File (SUSF). To do this:

- Look up the code in the To-GBL field (#8) or if missing, the code in the From-GBL field (#4) in the Grant Validation Table to determine the account

COFRS

USER REFERENCE MANUAL

SECTION 7: Grants Subsystem
Revenue Accrual Table (REVA)

4.REVA.2

Release 90: 6/20/99

distribution string that will be used in the generated Journal Voucher Transaction (JV).

• Using the appropriation code in the account distribution string, determine the associated funding source code from the Appropriation Code Reference Table (APP2). Then check the Appropriation Funding Source Inquiry Table (AFSI) record for that funding source code.

• If either the Cash Detail Option field or the Federal Detail Option field is 'Y', also look at the Appropriation Funding Source Cash Detail Inquiry Table (AFSC) and/or Appropriation Funding Source Federal Detail Inquiry Table (AFSF) record for the funding source code. The revenue source code on the Revenue Accrual Table (REVA) must be valid in one or both of those tables.

DOCUMENTA-TION
Retain documentation supporting all additions and updates to this table. The State Controller's Office does not require copies of this documentation.

CENTRAL APPROVALS
Central control agency approval is not required for updates to this table.

G/L ENTRIES

```
        Dr              Account Receivable/Grant Budget Line
                Cr      Revenue

                            - or -

        Dr              Revenue
                Cr      Account Receivable/Grant Budget Line
```

TABLES UPDATED
Draw Down Balance Table (LOCB)
Draw Down Calculation Request Table (LOCD)

Step 4

COFRS

USER REFERENCE MANUAL

SECTION 7: Grants Subsystem
Revenue Accrual Table (REVA)

4.REVA.3

Release 90: 6/20/99

Revenue Accrual Table (REVA)

```
ACTION: .  TABLEID: REVA USERID: ....
REVENUE ACCRUAL TABLE
KEY IS FISCAL YEAR, AGENCY, GRANT NUMBER, GBL, REVENUE SOURCE

                  GRANT      FROM REV  SUB PERCENT  TO   BS   FS RPTG LOC
          FY AGCY NUMBER      GBL  SRC  REV REIMB   GBL  ACCT TP CATG IND
          -- ---- ----------- ---- ---- --- ------- ---- ---- -- ---- ---
          (1) (2) (3)         (4)  (5)  (6) (7)     (8)  (9) (10)(11) (12)
    01- .. ...  .............  ....  ....  ..  ........  ....  ....  .  ....  .
    02- .. ...  .............  ....  ....  ..  ........  ....  ....  .  ....  .
    03- .. ...  .............  ....  ....  ..  ........  ....  ....  .  ....  .
    04- .. ...  .............  ....  ....  ..  ........  ....  ....  .  ....  .
    05- .. ...  .............  ....  ....  ..  ........  ....  ....  .  ....  .
    06- .. ...  .............  ....  ....  ..  ........  ....  ....  .  ....  .
    07- .. ...  .............  ....  ....  ..  ........  ....  ....  .  ....  .
    08- .. ...  .............  ....  ....  ..  ........  ....  ....  .  ....  .
    09- .. ...  .............  ....  ....  ..  ........  ....  ....  .  ....  .
    10- .. ...  .............  ....  ....  ..  ........  ....  ....  .  ....  .
    11- .. ...  .............  ....  ....  ..  ........  ....  ....  .  ....  .
    12- .. ...  .............  ....  ....  ..  ........  ....  ....  .  ....  .
    13- .. ...  .............  ....  ....  ..  ........  ....  ....  .  ....  .
    14- .. ...  .............  ....  ....  ..  ........  ....  ....  .  ....  .
```

Field	Length	Definition
1. FY (Fiscal Year)	2	Key field - required. Enter the last two digits of the applicable fiscal year in 'YY' format. The fiscal year must be valid on the Fiscal Year Table (FSYR).
2. AGCY	3	Key field - required. Enter a valid agency code from the Agency Table (AGCY).
3. GRANT NUMBER	12	Key field - required. Enter a valid grant number from the Agency Grant Inquiry Table (AGNT).
4. FROM GBL (From Grant Budget Line)	4	Key field - required. Enter the grant budget line code applicable to the expenditure accounting distribution. The code must be valid in the Grant Budget Line Code Table (GBLC).
5. REV SRC (Revenue Source)	4	Key field - required. Enter the revenue source code associated with the account receivable. The code must be valid in the Revenue Source Code Table (RSRC). If the Cash Detail Option on the Appropriation Transaction is set to 'Y' (Yes), this code must be valid in the Appropriation Funding Source Cash Detail Inquiry Table (AFSC). If the Federal Detail Option on the Appropriation Transaction is set to 'Y' (Yes), the code must be valid in the Appropriation Funding Source Federal Detail Inquiry Table (AFSF).
6. SUB REV (Sub-revenue Source)	2	Required. Enter the sub-revenue source code associated with the account receivable. The code must be valid in the Sub-Revenue Source Table (SREV).

Step 4

COFRS
USER REFERENCE MANUAL

SECTION 7: Grants Subsystem
Revenue Accrual Table (REVA)

4.REVA.4

Release 90: 6/20/99

7. PERCENT REIMB
    (Percent Reimbursement)

    7

    Required. Enter the percentage of expenditures to be reimbursed in '000.000' format. It must be a positive number.

    The total of all entries for any one grant budget line must not exceed 100%.

8. TO GBL
    (To Grant Budget Line)

    4

    Optional. Enter the grant budget line code for the accounts receivable account, if different from the grant budget line code associated with the expenditure. The code must be valid in the Grant Budget Line Code Table (GBLC).

9. BS ACCT
    (Balance Sheet Account)

    4

    Required. Enter the balance sheet account code associated with the accounts receivable account. The code must be valid in the Balance Sheet Account Table (BACC).

10. FS TP
    (Funding Source Type)

    1

    System-maintained. The funding source type inferred from the Revenue Source Table (RSRC) is displayed. Valid values are:

    F - Federal
    C - Cash

11. RPTG CATG
    (Reporting Category)

    4

    Optional. Enter the code for the reporting category associated with the accounts receivable. The code must be valid in the Reporting Category Table (RPTC).

12. LOC IND
    (Letter of Credit
    Indicator)

    1

    Optional; defaults to 'N' (No). Change to 'Y' (Yes) to activate the Letter of Credit Drawdown Process (LOCD). When this field is set to 'Y', an entry is made on the Draw Down Calculation Request Table (LOCD) to request drawdown calculations to be performed.

Step 4

```
ACTION: R  SCREEN: REVA USERID: $ET207              03/15/01    09:48:36 AM
REVENUE ACCRUAL TABLE
KEY IS FISCAL YEAR, AGENCY, GRANT NUMBER, GBL, REVENUE SOURCE
```

	FY	AGCY	GRANT NUMBER	FROM GBL	REV SRC	SUB REV	PERCENT REIMB	TO GBL	BS ACCT	FS TP	RPTG CATG	LOC IND
01-	01	IHA	H126A0100601	V109	7400		78.700	V109	1353	F	9511	Y
02-	01	IHA	H126A0100601	V112	7400		78.700	V112	1353	F	9511	Y
03-	01	IHA	H126A0100601	V113	7400		78.700	V113	1353	F	9511	Y
04-	01	IHA	H126A0100601	V116	7400		78.700	V116	1353	F	9511	Y
05-	01	IHA	H126A0100601	V119	7400		78.700	V119	1353	F	9511	Y
06-	01	IHA	H126A0100601	5V01	7400		78.700	5V01	1353	F	9511	Y
07-	01	IHA	H126A8000698	V024	7400		0.000	V001	1353	F	9511	N
08-	01	IHA	H126A8000698	V033	7400		0.000	V001	1353	F	9511	N
09-	01	IHA	H126A8000698	V04A	7400		0.000		1353	F	9511	N
10-	01	IHA	H126A8000698	V06A	7400		0.000		1353	F	9511	N
11-	01	IHA	H126A8000698	V10A	7400		0.000		1353	F	9511	N
12-	01	IHA	H126A8000698	V11A	7400		0.000		1353	F	9511	N
13-	01	IHA	H126A8000698	V12A	7400		0.000		1353	F	9511	N
14-	01	IHA	H126A8000698	V14A	7400		0.000		1353	F	9511	N

```
Date: 3/15/01 Time: 9:49:24 AM
```

Step 4

```
ACTION: R  SCREEN: REVA USERID: $ET207              03/15/01    09:49:49 AM
REVENUE ACCRUAL TABLE
KEY IS FISCAL YEAR, AGENCY, GRANT NUMBER, GBL, REVENUE SOURCE
```

	FY	AGCY	GRANT NUMBER	FROM GBL	REV SRC	SUB REV	PERCENT REIMB	TO GBL	BS ACCT	FS TP	RPTG CATG	LOC IND
01-	01	IHA	H126A9000699	V478	7400		100.000	V478	1353	F	9511	Y
02-	01	IHA	H126A9000699	V479	7400		100.000	V479	1353	F	9511	Y
03-	01	IHA	H126A9000699	5V21	7400		78.700	5V21	1353	F	9511	Y
04-	01	IHA	H128GMATCH99	V3MW	7400		0.000	V3MW	2501	F	VRM1	N
05-	01	IHA	H128G000011	V130	6600		10.000	VC73	2501	W	VRM1	N
06-	01	IHA	H128G000011	V130	7400		90.000	V130	1353	F	9590	Y
07-	01	IHA	H128G5001098	V430	7400		0.000	V430	1353	F	9590	N
08-	01	IHA	H128G9501099	V530	7400		0.000	V530	1353	F	9590	Y
09-	01	IHA	H169A0000700	V521	7400		100.000	V521	1353	F	9595	Y
10-	01	IHA	H169A0000700	V522	7400		100.000	V522	1353	F	9595	Y
11-	01	IHA	H169A0000700	V523	7400		100.000	V523	1353	F	9595	Y
12-	01	IHA	H169A0000700	V524	7400		100.000	V524	1353	F	9595	Y
13-	01	IHA	H169A0000700	V525	7400		100.000	V525	1353	F	9595	Y
14-	01	IHA	H169A0000700	V526	7400		100.000	V526	1353	F	9595	Y

Revenue has 2 different GBL's — one for each revenue source.

Date: 3/15/01 Time: 9:50:00 AM

Step 4

COFRS
USER REFERENCE MANUAL

REPORTS

Grant Revenues and Obligations by Month and Year-To-Date (GPP01R)

This report provides a summary of revenue and obligation information for the current month and year to date for grant budget lines within grants within agencies. Each report may be customized for each grant by using Logical Dates Table (LDAT) miscellaneous parameters to specify up to four different account distribution codes by which the information is sorted/accumulated. Use of object/revenue source and sub-object/sub-revenue source codes is optional in the report. This report also compares budgeted positions by grant against the actual FTE for the month. Run monthly. Agencies need to give careful consideration to the type of information to appear on this report for each grant.

Grant Inception-To-Date Budget vs. Obligation Report (GPP05R)

This report provides grant inception-to-date budget versus obligation information summarized by grant budget lines within grants. The unobligated balance for each grant budget line is calculated. This report may be requested for specific agency categories or grant numbers. Run monthly.

NOTE: Comparison of budget to obligation information is only relevant in situations where a grant budget reflects the entire life of the grant.

Summary Trial Balance by Grant Within Agency (GPP09R)

This report provides summary level information for obligations, revenues and grant charges at the balance sheet or object/revenue source level for grants within agencies for the current accounting period. Begin balance reflects inception-to-date balance, debits and credits are summarized for the current month, and ending balance is a calculation. This report may be requested for specific agency categories or grant numbers. Run monthly.

Sub-recipients of Pass-through Grants (GPP14R)

This report lists all payments and adjustments made at a detail level of sub-recipients of pass-through grants, sorted by vendor code within agency. Run monthly.

Grant Detail Report (GPP15R)

This report provides current period beginning and ending balances by grant budget line within grant for the current fiscal year. It does not include any inception-to-date information. The report lists all transaction detail for the grant budget line, except for payment voucher and disbursement transactions, which are summarized.

Apply Transaction Accepted/Rejected Report (GPP17R)

This report lists transactions that were accepted (GPP17R2) or rejected (GPP17R1) for processing by the APPLYTX process.

Step 5

Overhead Transaction Accepted/Rejected Report (GPP18R)

This report lists by accounting period, document ID, and transaction date the account code information of the transactions that were selected or rejected for overhead calculation. Included on this report is a reason for each rejection.

Revenue Accrual Transaction Rejected Report (GPP19R1)

This report lists, by document ID, transaction date and account code structure, the amount of transactions that contained a grant budget line but for which no revenue accrual was made. Included in the report is the reason the transactions were rejected.

Revenue Accrual Transaction Accepted Report (GPP19R2)

This report lists by document ID, transaction date and account code structure, the amount of transactions that contained a grant budget line and for which a revenue accrual entry was made.

Revenue Accrual Calculation Report (GPP20R)

This report shows by grant number and grant budget line, the account code structure of all expenditures, the percentage reimbursed and the amount of the revenue accrual that was calculated by the system during the nightly cycle.

Letter of Credit Draw Transaction Report Method 1 (GPP21R1)
Letter of Credit Draw Transaction Report Method 2 (GPP21R2)

These reports list by document ID, fiscal year, accounting period and transaction date all of the transactions included in the letter of credit drawdown. It also lists transactions that were not included in the letter of credit draw calculation but that met the criteria to be included in that draw. The reason those transactions were not included is given on this report.

Step 5

Grant Reports

State of Colorado
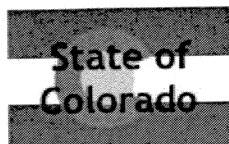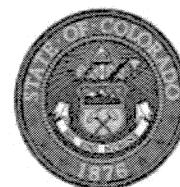
Report:
Agency Grants (AGNTG)
* Grant Budget Lines (GBLIG)
* Grant Budget Status by GBL (GBSBG)
* Grant Budget Status by GBL with Grant Dates (GBSBDG)
* Grant Ledger Transactions (GMLEDG)
* Letter of Credit Expenditures by Date Range (EXPLG)
*See Report Notes for notes.

Report Format:
HTML
EXCEL 2000
EXCEL
PDF PORTRAIT

Fiscal Year:
2007
2006
2005

Grant:
BAA - ALL
BAA - 04CNTY GRNT
BAA - 05CITY GRNT
BAA - 05CNTY GRNT
BAA - BOETTCHER
CAA - ALL

Closed Grants:
○ Exclude
◉ Include

Accounting Period:
01 (July)
02 (Aug.)

Begin Date:
20060322

End Date:
20060329

NOTE: Not all fields on this launch screen are used for all reports. Please check the Report Notes link for information on which fields are used with specific reports.

HOME

Submit Query

HELP

Step 5

Grant Purge Table (GPRG)
Hybrid - System-defined/Agency Maintained

PURPOSE

The Grant Purge Table (GPRG) is a hybrid table that displays information about grants that are eligible to be purged. This table is used by agencies to review expired grants and to indicate whether a grant should be purged from COFRS.

The Grant Purge Table Purge (GPTP) references this table to determine which grants to purge from the Grants Management Subsystem (GRT) tables.

FUNCTION

This table is loaded by the Grant Purge Table Load Process (GPRGTL). A record is added for each grant with an end date earlier than the beginning of the current fiscal year. Once the table has been populated, agencies may change the Purge Indicator field to 'Y' to indicate that a grant is ready to be purged. Purged records are deleted when the Grant Purge Table Process (GPTP) is run.

TIMING

Agencies should review this table and designate grants to be purged after the Grant Purge Table Load Process (GPSP) has been run.

KEY FIELDS

Agency
Grant Number

PROCEDURE

(A)dd and (D)elete actions are not valid on this table.

DOCUMENTA- TION

Retain documentation supporting all updates to this table. The State Controller's Office does not require copies of this documentation.

CENTRAL APPROVALS

Central control agency approval is not required for updates to this table.

TABLES UPDATED

Government-Wide Grant Table (GOVW)

Step 6

COFRS

Grant Purge Table (GPRG)

```
ACTION: .  SCREEN: GPRG USERID: ........
GRANTS PURGE TABLE
KEY IS AGENCY, GRANT NUMBER
            (1)                                        CLSD STATUS
       AGENCY: ...                                     -----------
                                                       AGNT  GBLI
     GRANT NUMBER          DESCRIPTION      END DATE   AGNT  GBLI  GOV' WIDE #    PRG
     ------------      ------------------   --------   ----  ----  ------------   ---
        (2)                  (3)              (4)       (5)   (6)    (7)          (8)
   01- ............     ..................   .. .. ..    .     .    ............    .
   02- ............     ..................   .. .. ..    .     .    ............    .
   03- ............     ..................   .. .. ..    .     .    ............    .
   04- ............     ..................   .. .. ..    .     .    ............    .
   05- ............     ..................   .. .. ..    .     .    ............    .
   06- ............     ..................   .. .. ..    .     .    ............    .
   07- ............     ..................   .. .. ..    .     .    ............    .
   08- ............     ..................   .. .. ..    .     .    ............    .
   09- ............     ..................   .. .. ..    .     .    ............    .
   10- ............     ..................   .. .. ..    .     .    ............    .
   11- ............     ..................   .. .. ..    .     .    ............    .
   12- ............     ..................   .. .. ..    .     .    ............    .
   13- ............     ..................   .. .. ..    .     .    ............    .
   14- ............     ..................   .. .. ..    .     .    ............    .
```

Field	Length	Definition
1. AGENCY	3	Key field - system-maintained. The agency code is displayed.
2. GRANT NUMBER	12	Key field - system-maintained. The grant number is displayed.
3. DESCRIPTION	20	System-maintained. The grant description is displayed.
4. END DATE	2 2 2	System-maintained. The grant end date from the Agency Grant Inquiry Table (AGN2) is displayed.
5. AGNT (AGNT Table Closed Status)	1	System-maintained. A 'Y' is displayed if the Status field on the Agency Grant Inquiry Table (AGNT) is 'C' (Closed); for any other status, the field is blank.
6. GBLI (GBLI Table Closed Status)	1	System-maintained. A 'Y' (Yes) is displayed if all records for this grant on the Grant Budget Line Inquiry Table (GBLI) have a Status of 'C' (Closed); if any record has a different status, the field is blank.
7. GOV' WIDE # (Government-wide Grant Number)	12	System-maintained. The government-wide grant number from the Agency Grant Inquiry Table (AGN2) is displayed.
8. PURGE (Purge Approval)	1	Optional. Enter 'Y' if this grant is approved to be purged. Both the AGNT field (#4) and the GBLI field (#5) must be 'Y' before this field may be set to 'Y'.

Step 6